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## Office Memorandum • UNITED STATES GOVERNMENT

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TO : Executive for Personnel & Administration  
 VIA : [REDACTED] Chief Fiscal Section  
 FROM : [REDACTED] Executive Staff, ORE

DATE: 14 May 1947

SUBJECT: Payment of travel expenses in connection with permanent change of station.

The table of organization for [REDACTED] project provides for one CAF-5, Clerk Stenographer, who in addition to her secretarial and administrative duties will be expected to code and decode wire messages sent to and received from Washington. It will accordingly be necessary for this employee to receive training in the Communications Section of CIG in Washington.

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Mrs. [REDACTED] CAF-5, now employed in the Office of Operations, [REDACTED] in Washington, is available for transfer to ORE for duty with [REDACTED] and is willing to accept this transfer and take communications training before departure, provided her traveling expenses to [REDACTED] can be paid. Mrs. [REDACTED] is well qualified for the position and ORE particularly desires to obtain her services because she will be available a very considerable time before someone outside the organization could be given security clearance

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It is understood that as a general rule traveling expenses cannot be paid for CAF-5 employees who receive permanent change of station. Exception to this general rule is requested in this case where the alternative (employment of a CAF-5 at [REDACTED] would not only be less desirable but also more costly, since a round trip, [REDACTED] to Washington and return, (temporary duty for communications training) would then be necessary.

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A prompt reply to this request would be appreciated so that Mrs. [REDACTED] can begin communications training on 19 May if approval of payment of travel expenses is given.

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Auth:	HII 70-2
Date:	NOV 2 1947
By:	[REDACTED]

[REDACTED]  
 Executive Officer  
 Office of Reports & Estimates

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FOLDER

(CIG) ORE

Washington Document Center - [REDACTED]

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1. To become a part of ORE (CIG) on 1 December 1946
  - (a) [REDACTED] Admin. Officer, ORE to handle general administration on behalf of Chief, ORE

## 2. Personnel

## (a) Present:

Army  
Navy

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## (b) Proposed:

Table of Organization total (including military, naval and civilian) - [REDACTED]

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## (c) Present method of payment:

Army and Navy making payments to respective personnel, including civilian.

Army will pay its civilians on 12/9 for period ending 11/30.

Navy will pay its civilians on 12/12 for period ending 11/30.

## (d) CIG will pay all civilian personnel on 12/27 for period from 12/1-14.

## (e) Military and Naval personnel assigned to CIG:

Military will be assigned to Hdq & Hdq Detachment.

Naval will remain assigned to ONI, detailed to CIG.

3. Personnel Division is taking necessary action in effecting transfers to CIG. They are to work with [REDACTED] on the matter. Involved is the hiring of Naval Officers who are being separated from active duty. They will be hired at available classifications as of 1 Dec., changes in classifications to be effected at an early date where necessary by the Personnel Division.

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4. This personnel should be treated as ordinary CIG (ORE) employees with time and attendance reports, requisitions, etc. to be processed through [REDACTED] as would any other CIG documents.

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5. No contracts are involved. The Center has been securing supplies through Army and Navy channels and they figure they can continue for awhile without guaranteeing reimbursement. At such time as this ceases they will prepare CIG requisitions in the ordinary manner

Interested Officials:

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[REDACTED] should be written letter telling him just what we need.

SECRET  
GROUP 1  
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